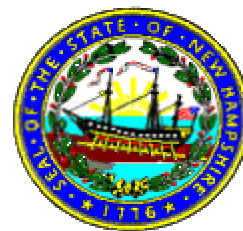




**NEW HAMPSHIRE ARMY NATIONAL GUARD
TECHNICIAN VACANCY ANNOUNCEMENT
Human Resource Office (NHAG-HR)
State Military Reservation
4 Pembroke Road
Concord, NH 03301-5652**



PLEASE POST IN A PROMINENT LOCATION

PLEASE SEND APPLICATIONS TO ADDRESS AS ABOVE

ANNOUNCEMENT DATE 27 February 2003

ANNOUNCEMENT NUMBER: NH03-315(AR)

POSITION TITLE, SERIES/GRADE (S)

Management Assistant
GS-0344-07

MAXIMUM MILITARY GRADE E-7

POSITION DESCRIPTION NUMBER 70102

SALARY RANGE

GS-07 starts at \$31,546.00 per year
Promotion rules apply for current federal technicians.

AREA OF CONSIDERATION

AREA I	all excepted permanent technicians of the NHNG
AREA II	all members of the New Hampshire National Guard
AREA III	all persons eligible to become members of the New Hampshire National Guard

CLOSING DATE

AREA I	19 March 2003
AREA II	26 March 2003

DUTY LOCATION

New Hampshire Army National Guard
Directorate of Information Management
Administrative Services Branch, State Military Reservation
4 Pembroke Rd., Concord, NH

TYPE OF APPOINTMENT

Indefinite Enlisted Technician

FOR ADDITIONAL INFORMATION

Contact Celeste Frisella at DSN 684-9332, commercial (603) 225-1332, fax (603) 225-1212, or e-mail celeste.frisella@nh.ngb.army.mil. Other job postings are available at www.nhpeas.ang.af.mil/hro/jobs.

INSTRUCTIONS FOR APPLYING

Applicants may choose to submit an [OF 612](#), or a resume.

APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCE OFFICE (NHAG-HR) NO LATER THAN 1600 HOURS (4:00PM) ON THE CLOSING DATE INDICATED ABOVE.

YOUR RESUME OR APPLICATION MUST CONTAIN AS A MINIMUM

- ? announcement number
- ? title and grade(s) of the position you are applying for
- ? full name, mailing address (with zip code), day and evening phone numbers (with area code)
- ? current military grade/rank
- ? current status with the New Hampshire National Guard i.e. current permanent technician, AGR, temporary technician, ADSW
- ? current or prior technicians must include a copy of your most current Standard Form 50 which annotates your technician status and grade
- ? * social security number
- ? * high school name, city and state; colleges or university name, city and state; majors, type and year of any degrees received
- ? * personal military experience if applicable (DD Form 214)

***AREA II/III applicants only**

MAIL RESTRICTION: Applications submitted at government's expense will not be considered. This includes those submitted in government envelopes or postage and those submitted by way of a government fax machine. Applications may be *received* at HRO by government fax but sent by commercial fax at sender's expense.

EXCEPTED SERVICE REQUIREMENT: Technicians in the excepted service are required to wear the military uniform appropriate to their service and federally recognized grade when performing technician duties and are required to comply with the uniform standards of the service.

NATIONAL GUARD MEMBERSHIP IS REQUIRED

EQUAL EMPLOYMENT OPPORTUNITY

The NH National Guard is an equal opportunity employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization or any other non-merit factor.

OTHER PERTINENT DATA

This vacancy will be processed in accordance with NHNG TPR 335 & Article 16 of the Labor Management Agreement. Military compatibility and grade inversion rules will be strictly adhered to.

THE FILLING OF THIS POSITION IS SUBJECT TO THE AVAILABILITY OF MANPOWER SPACE.**REIMBURSEMENT FOR PERMANENT CHANGE OF STATION (PCS) EXPENSES ARE NOT AUTHORIZED**

Selected individual must enroll in the Direct Deposit/Electronic Funds Transfer Program. The Federal Financial Management Act of 1994, SEC 402, Electronics Payments, requires direct deposit to a financial institution for all Federal wage or salary payments that begin on or after 01 January 1995.

If you are a male born after 31 December 1959, and you desire employment with the Federal Government, you must be registered with Selective Service.

OTHER REQUIREMENTS

In order to comply with the NGB compatibility criteria, selected individual will be immediately assigned CMF 71 Administrative or 74 Information Systems.

Applicants must insure that they meet the criteria for cross training if they do not possess the compatible MOS.

MINIMUM QUALIFICATIONS REQUIREMENT (S)

* Each applicant must fully substantiate on their application how they meet the requirements listed below, otherwise the applicant will be found unqualified for this position.

GENERAL EXPERIENCE

* Administrative or clerical experience such as; applying guidelines, rules and regulations to assignments, composing correspondence, searching for and compiling information and data, and records administration.

SPECIALIZED EXPERIENCE

* 12 months experience which indicates:

- ? detailed knowledge of administrative control processes and procedures that govern the storing and archiving of records

- ? knowledge of general management and administration
- ? skill in records management
- ? ability to prepare accurate records and reports
- ? ability to communicate clearly orally and in writing
- ? knowledge of organizational structure

JOB DESCRIPTION

This position is located in the Deputy Chief of Staff for Information Management Office (DCSIM), STARC Headquarters. Its purpose is to direct a statewide records management program and maintain a Records Holding Area, to include archiving of historical records, documents and artifacts. Also serves as the mail clerk, organizational phone system attendant, level 1 phone system administration. Receives, sorts and routes incoming mail to distribution points by organizational designation. Reads mail that is undesignated and determines proper routing. Receives, secures and maintains logs and controls for sensitive mail (e.g., registered, express and overnight mail etc) and notifies intended recipient. Receives requests from units/activities and determines need for the issuance of postage meters. Reviews and manages postage reporting. Performs other duties as assigned.

FOR THE ADJUTANT GENERAL

DEBORAH L. CARTER, LT COL, NHANG
Director of Human Resources